

# California Department of Veterans Affairs

*“Honoring California’s Veterans”*



**Classification:** **Staff Services Analyst General (\$2724.00-\$4,300)**  
**Permanent Full Time**

**Location:** Veterans Home of California-Barstow,  
100 E Veterans Parkway  
Barstow, CA 92311

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list or reinstatement. Persons seeking a transfer must meet Staff Services Analyst transfer requirements. Applications will be screened and only the most qualified will be interviewed. ***Applicants must clearly indicate the basis of their eligibility on the application form. SROA PROVISIONS APPLY.***

**Duties and Responsibilities:** *Under direction of the Home Administrator or designee the incumbent’s duties include but are not limited to:*

- Recruit new employees.
- Attend job fairs.
- Outreach to existing job placement organizations.
- Assist applicants in the employment process.
- Attend community events.
- Serve as on-site training coordinator and liaison with Headquarters. Develop and maintain database for tracking of training needs and participation.
- Assist and coordinate efforts with Headquarters to develop and implement injury and illness prevention programs. Conduct employee workstation ergonomic evaluations.
- Assist Health and Safety officer with preparation for in-service training.
- Assist Health and Safety officer conduct employee return-to-work and disaster prevention programs.
- Provide back-up assistance to Return to Work Coordinator for workers’ compensation and return to work matters.

**Desirable Qualifications:**

- Ability to communicate effectively.
- Ability to analyze situations and take effective action.
- Good work ethic and interpersonal skills.
- Good organizational skills.
- Ability to work independently.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California, Barstow  
100 East Veterans Parkway  
Barstow, CA 92311

**Inquiries:**

Voice: (760) 252-6282  
TDD: (760) 252-6234

**\*\*\*Job offers will not be made until the State Budget is passed and funding is available.\*\*\***  
**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 08/02/07